A

MDS TUTORIAL

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PURPOSE

This tutorial is intended to augment the user's manual as a training tool for the basic functions of the MDS System. The tutorial contains basically the same instructions as the manual and often refers you to the manual for more detailed information. The tutorial also includes figures of the screens with specific fields or options annotated in the figure and corresponding text with numeric references (i.e., Î). The tutorial also contains notes to users. Prior to using the MDS System, you should:

- Ensure you have received any necessary training in the use of the MDS encoding software. It would also be helpful to acquire, either through formal training or self-study, some familiarity with Windows and a browser prior to using the MDS System.
- Ensure all software and hardware listed in Section 2 (hardware/software requirements) has been correctly installed. Contact the appropriate vendor should problems occur.

We recommend that you use this tutorial as a guide when making your first MDS data file submission.

ESTABLISHING THE COMMUNICATION CONNECTION

The communications part of the MDS System supports the transfer of MDS data between LTC facilities and their respective State agencies. In order to connect to the State agency, you must first ensure that the software and hardware are correctly installed. Installation instructions should have been provided by the AT&T Global Network. All your equipment, to include the modem, should be turned on before you access the browser.

Dial-in Instructions

Once your AT&T software is installed and configured, you will be able to connect to the Medicare Data Communication Network (MDCN) for your file transfer needs.

For Windows 95/98 and Windows NT Users

1. Activate the shortcut entitled AT&T Global. The AT&T Global Network-Login window will appear. (Figure A-1)

Figure A-1. Dialer Window

2. Enter the password (same as your User ID) assigned to you by AT&T Global and select **Connect** at the bottom of the window. DO NOT select the Save password box as this is a security violation. Your modem will dial and connect to MDCN.

NOTE: Periodically the IGS will make updates to your software by downloading updated files at the time of connection. When this occurs, do not be alarmed. Allow the download to be completed, select OK, then go to the next step.

The first time you connect to AT&T Global Services and periodically in the future, your password will expire. Enter your new password and confirm it in the appropriate boxes.

Password rules:

- A password must begin with an alphabetic character.
- Passwords can contain alpha or numeric characters (no special characters).
- You may not reuse a password for six months.
- Passwords are a minimum of 5 characters and a maximum of 8 characters.
- Passwords are not case sensitive.

3. The AT&T Global Network Dialer - [Network View] window will open. It will take a few moments for this window to appear. This window will depict a connection between your computer, the IGS, and a private intranet. (Figure A-2)

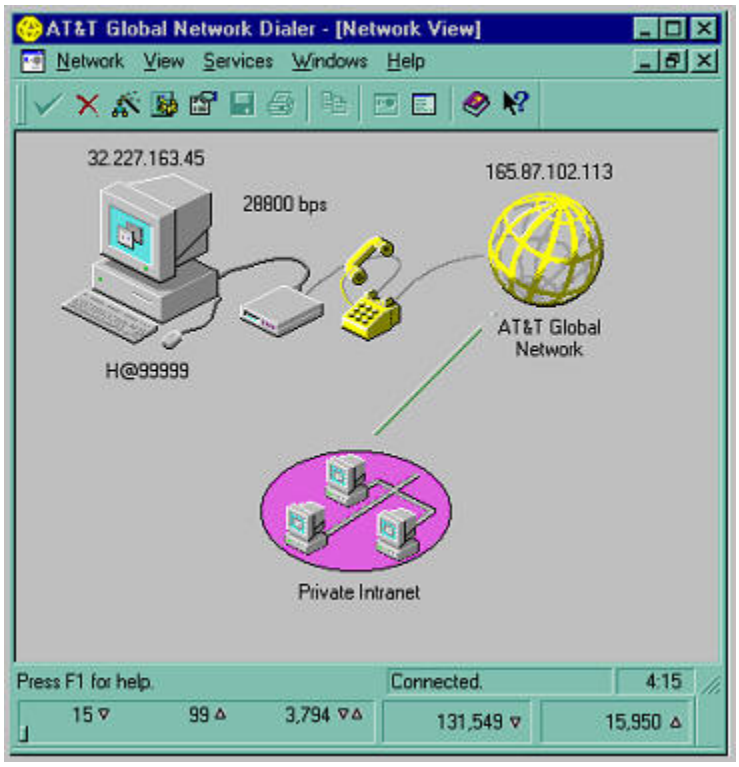


Figure A-2. Network View

NOTE: If you have not configured your system to go directly to the MDS System, you will need to double click the browser icon in Windows.

ACCESSING THE MDS SYSTEM

You are now ready to begin using the Medicare Data Communication Network. Open your browser and select MDS. (Figure A-3)

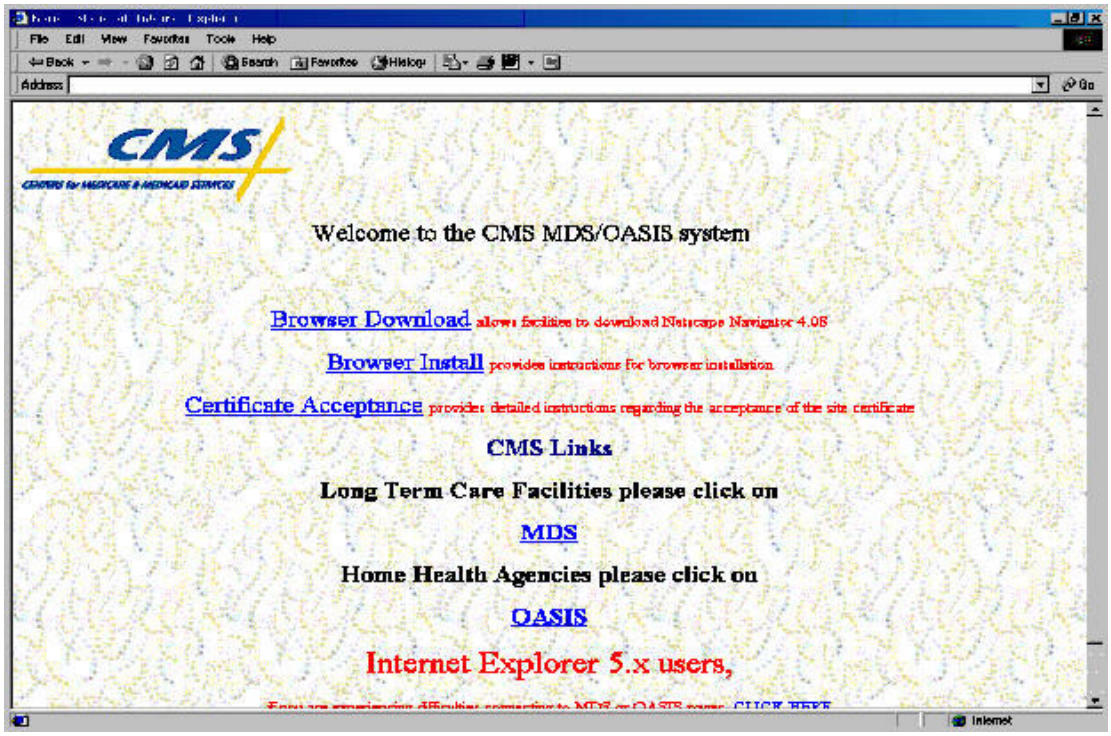

CMS
Welcome to the CMS MDS/OASIS system
Browser Download allows facilities to download Netscape Navigator 4.08
Browser Install provides instructions for browser installation
Certificate Acceptance provides detailed instructions regarding the acceptance of the site certificate
CMS Links
Long Term Care Facilities please click on
MDS
Home Health Agencies please click on
OASIS
Internet Explorer 5.x users,

Figure A-3. CMS Links Page

NOTE: If you have set the optional preference within the browser to default to the CMS MDS Welcome window, it will be the first to appear upon startup of the browser.
If you have established a browser "bookmark" for the MDS System, you would select that bookmark in order to access the MDS System.

NOTE: If you have not set any preferences or bookmarks, you must enter the IP address in the *Location* or *Go To* field. Select the field and then enter in the IP address of the State Agency that was provided to you by IBM Global Services.
If this IP address does not result in the MDS Welcome Page, contact IBM Global Services.
If you are on a network, follow the directions established with your network administrator in order to access the CMS MDS Welcome window.

You are connected you to your State's Welcome page (Figure A-4).

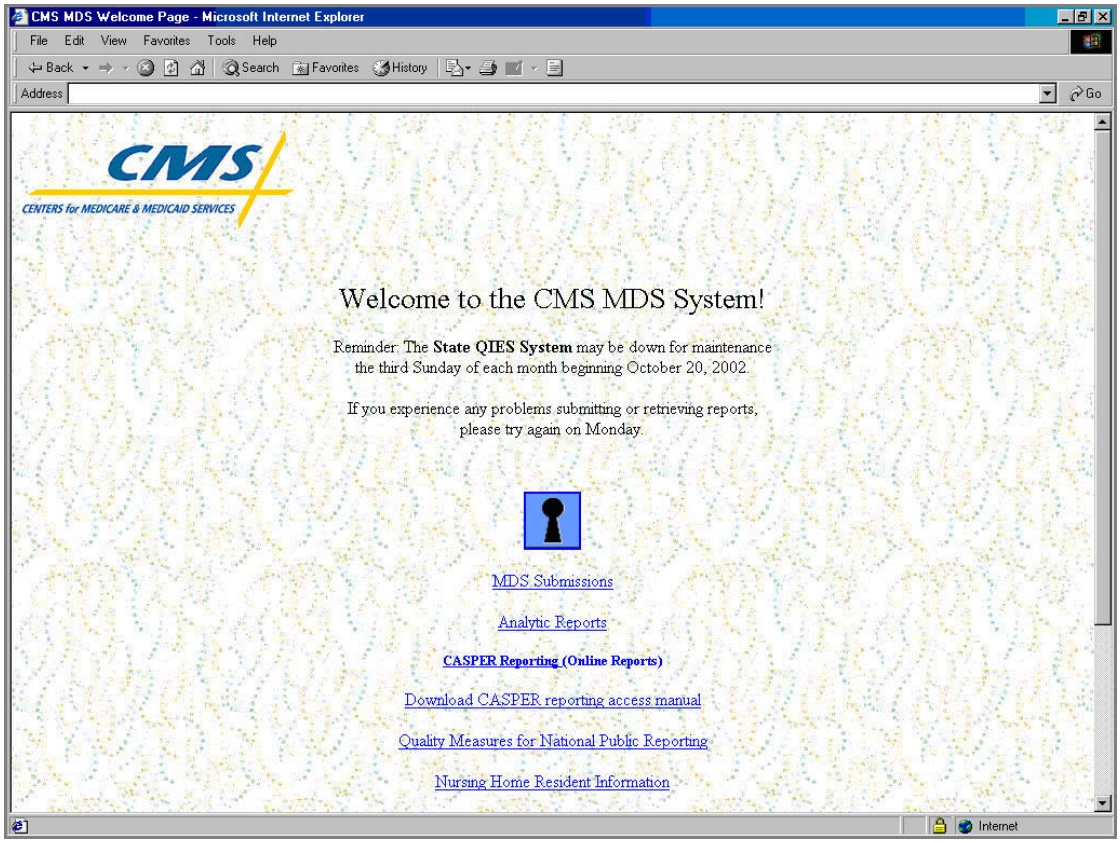

CMS MDS Welcome Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address
Go
CMS
CENTERS for MEDICARE & MEDICAID SERVICES
Welcome to the CMS MDS System!
Reminder: The State QIES System may be down for maintenance the third Sunday of each month beginning October 20, 2002.
If you experience any problems submitting or retrieving reports, please try again on Monday.
MDS Submissions
Analytic Reports
CASPER Reporting (Online Reports)
Download CASPER reporting access manual
Quality Measures for National Public Reporting
Nursing Home Resident Information
Internet

Figure A-4. CMS MDS Welcome Page

The CMS MDS Welcome Page provides several options to you that may include the following:

- MDS Submissions
- Analytic Reports
- CASPER Reporting (Online Reports)
- Bulletins

NOTE: The Bulletins option may initially contain little or no information until the system has been in use for a period of time in your State.

- Points of Contact
  - Select MDS Submissions to access the main MDS system menu.
  - Select Analytic Reports to view previously requested Quality Indicator Reports.

- Select CASPER Reporting to access the CASPER Reporting System to request and view facility reports - now including QI/QM Reports.
- Select Bulletins to view any information that may have been posted by the State.
- Select Points of Contact for a list of your State agency points of contact.

Select MDS Submissions. You must enter a valid user name and password in the Username and Password Required window (Figure A-5) that appears on your screen.

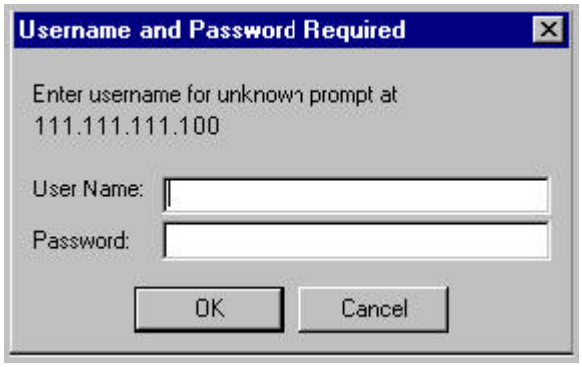


Figure A-5. Username and Password Required Window

Note: Contact the State agency if you do not have a designated user name and password.

To enter your *User Name*, select the field and enter your user name. You may press the **Tab** key or select the *Password* field to enter your password. This window includes two buttons. **Cancel** allows you to discontinue the login process. Otherwise you may select **OK** or press the **Enter** key to continue the login process.

NOTE: Be sure to use your Caps Lock and/or Shift key where needed. Do not press Enter until you have typed in BOTH your user name and password.

Select **OK** to continue after you have entered the user name and password. If you receive a message indicating you have entered an invalid user name and password, enter the data again. If you repeatedly receive an error message, contact your State agency system administrator.

The CMS MDS Main (Figure A-6) will appear.

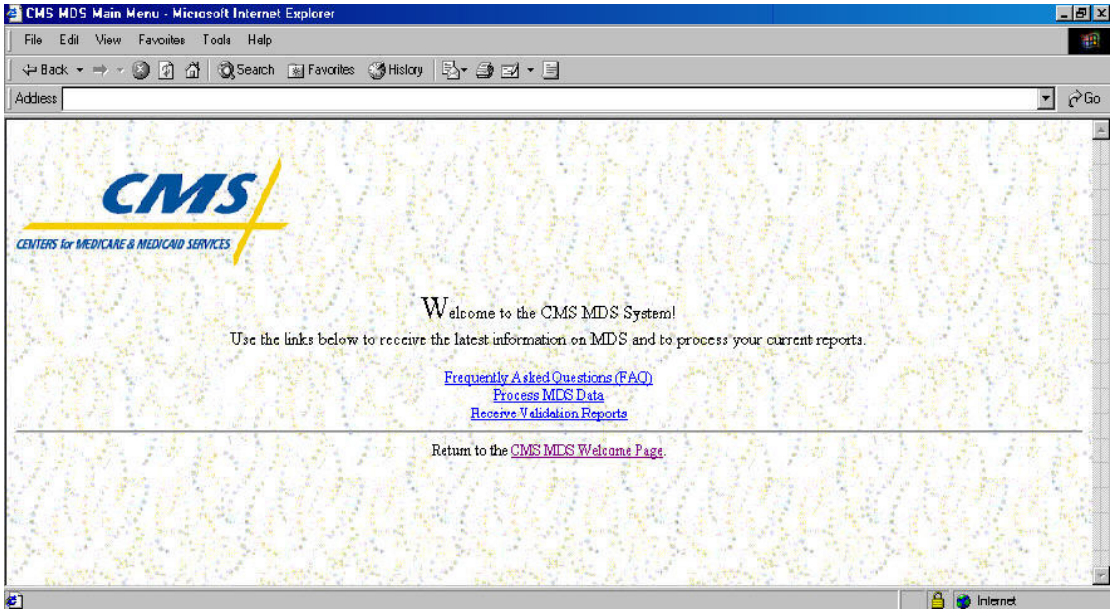

CMS MDS Main Menu - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address
Go
CMS
CENTERS for MEDICARE & MEDICAID SERVICES
Welcome to the CMS MDS System!
Use the links below to receive the latest information on MDS and to process your current reports.
Frequently Asked Questions (FAQ)
Process MDS Data
Receive Validation Reports
Return to the CMS MDS Welcome Page.
Internet

Figure A-6. CMS MDS Main Window

The primary functions of processing MDS data and receiving Final Validation Reports are on this menu. There is a link to Frequently Asked Questions (FAQ) that contains common questions and answers to issues or problems encountered while using the MDS System. The option Receive Validation Reports will be described after completing the submission process.

Select Process MDS Data to continue.

NOTE: Ensure that the MDS data file you wish to submit has been encoded in accordance with CMS's standard record layout specifications for version 2.0 of the MDS. Contact your encoding software vendor if you have any questions.

The MDS File Submission window (Figure A-7) will appear.

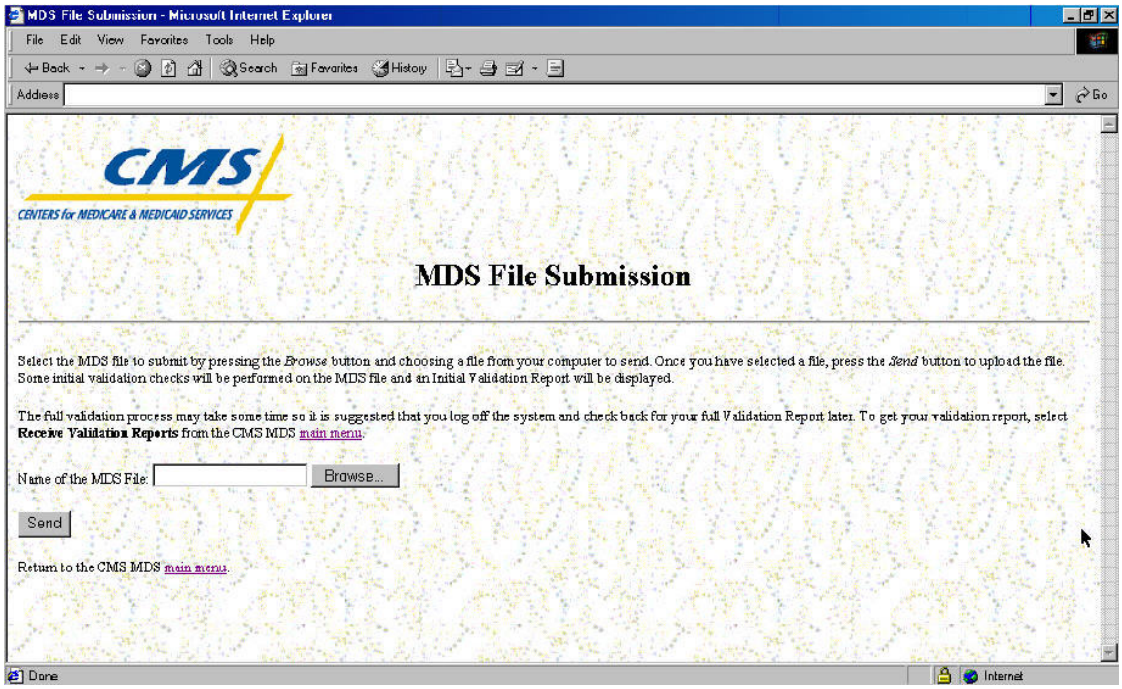

MDS File Submission - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address
Go
CMS
CENTERS for MEDICARE & MEDICAID SERVICES
MDS File Submission
Select the MDS file to submit by pressing the Browse button and choosing a file from your computer to send. Once you have selected a file, press the Send button to upload the file. Some initial validation checks will be performed on the MDS file and an Initial Validation Report will be displayed.
The full validation process may take some time so it is suggested that you log off the system and check back for your full Validation Report later. To get your validation report, select Receive Validation Reports from the CMS MDS main menu.
Name of the MDS File:
Browse...
Send
Return to the CMS MDS main menu.
Done
Internet

Figure A-7. MDS File Submission Window

The MDS File Submission window provides instructions and information about the submission process. It contains one data entry field for the Name of the MDS File. The **Browse** button allows you to select the file you wish to submit from a list of files. After selecting a file for submission using **Browse**, the file name should appear in the Name of the MDS File field. Once a file name is in the Name of the MDS File field, you may select the **Send** button to submit the file. The screen also allows you to return to the CMS MDS main menu by selecting the underlined link.

NOTE: Although you may choose to simply type the file name into the Name of the MDS File field, we recommend that you use the Browse - File Upload method of selecting the file you wish to send. This ensures that the correct path for the file is indicated. Should you decide to type in the file name, you must type in the entire path, e.g., C:\mds\myfile.xxx.

Select the **Browse** button to access the File Upload window (Figure A-8) where you can select the file you wish to submit from your computer's hard drive or from a diskette inserted into the computer disk drive.

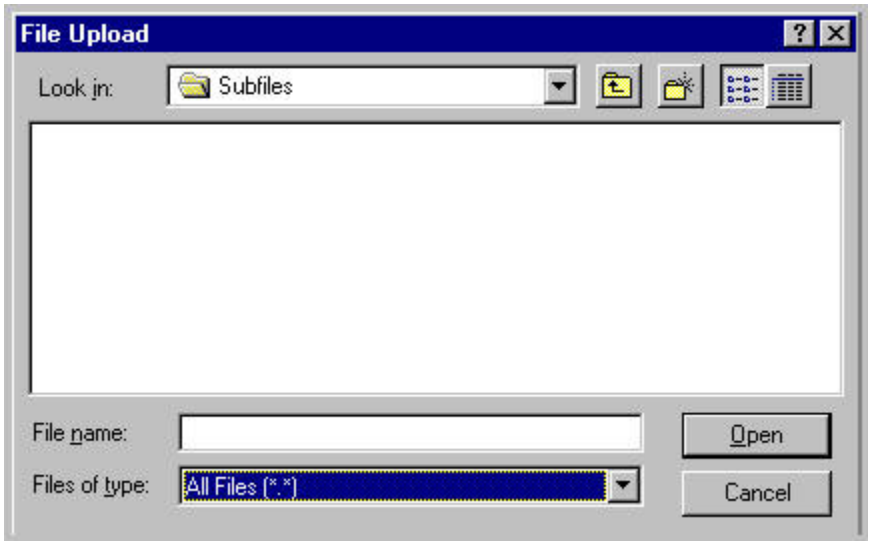


Figure A-8. File Upload Window

Ensure that the *Files of type:* field indicates All Files {*.*} and the correct drive is selected in the *Look in:* field (c: for the computer hard drive and a: or b: for a floppy disk drive). A list of available file names will appear in the area above the *File name* field.

To select a file for submission, select a file name and then select **Open** or point and double click on the name of the file you wish to send. It will appear in the *File name* field. You can select **Cancel** to exit the File Upload window and return to the MDS File Submission window without selecting a file.

If you have selected the file you wish to submit, select **Open** or press **Enter**.

The name of the file you selected appears in the *Name of the MDS File* field on The MDS File Submission window.

Select the **Send** button to upload (i.e., submit) the file. A Send Confirmation window (Figure A-9) will appear.

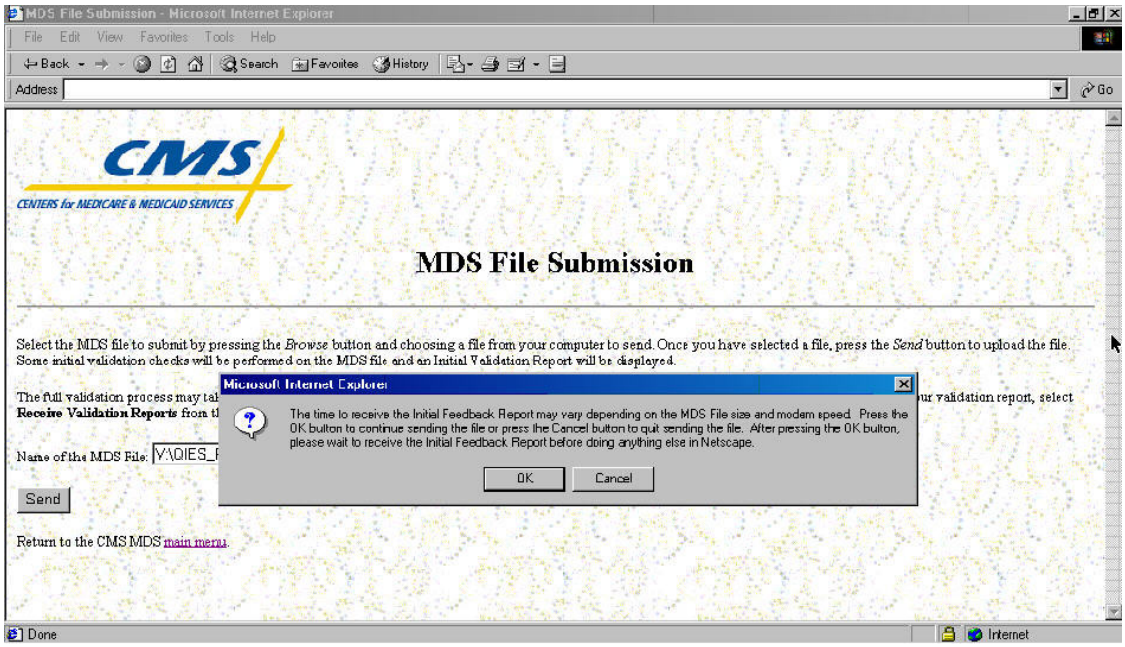

MDS File Submission - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address
Go
CMS
CENTERS for MEDICARE & MEDICAID SERVICES
MDS File Submission
Select the MDS file to submit by pressing the Browse button and choosing a file from your computer to send. Once you have selected a file, press the Send button to upload the file.
Some initial validation checks will be performed on the MDS file and an Initial Validation Report will be displayed.
Microsoft Internet Explorer
The time to receive the Initial Feedback Report may vary depending on the MDS File size and modem speed. Press the OK button to continue sending the file or press the Cancel button to quit sending the file. After pressing the OK button, please wait to receive the Initial Feedback Report before doing anything else in Netscape.
OK
Cancel
Name of the MDS File:
Send
Return to the CMS MDS main menu.
Done
Internet

Figure A-9. Send Confirmation Window

The Confirmation window serves as a reminder that the time required to generate the Initial Feedback Report will vary depending on file size, modem speed, and system activity. It also indicates that you should wait for the Initial Feedback Report (which will indicate whether the submission was accepted or rejected) prior to continuing with any other MDS or browser functions. If, for some reason, you do not wish to wait for the Initial Feedback, you may choose **Cancel** to discontinue the submission process.

Select **OK** or press **Enter** to confirm the Send command. You will return to the MDS File Submission window to await the Initial Feedback Report.

NOTE: Do not execute any other MDS or browser functions until the Initial Feedback Report appears on your screen. You risk losing your connection and interrupting the file submission process if you do so.

When the Initial Feedback Report (Figure A-10) appears, the first Report Field you should check is the Status of the submission, which will be either received or rejected. Refer to Section 3 of the manual for details on interpreting the Initial Feedback Report. It is recommended that you save and/or print the report.

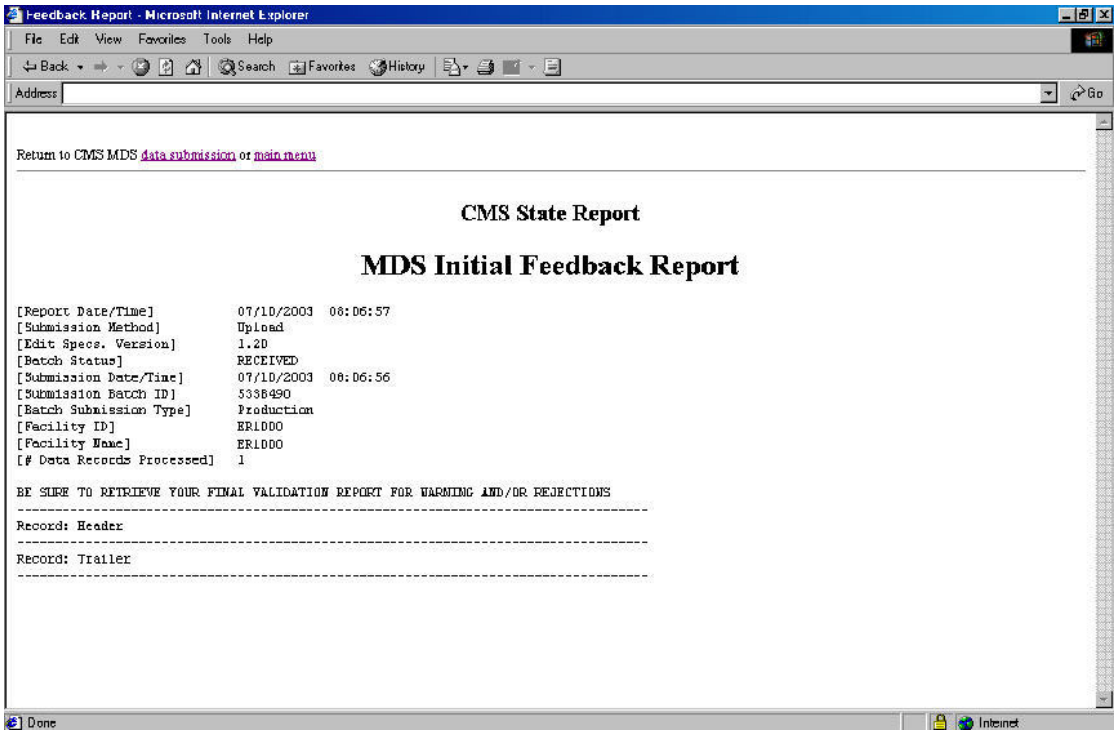


Figure A-10. Initial Feedback Report

NOTE: You should note both the Submission Date/Time and the Submission Batch ID number for use when troubleshooting any problems with the State System Administrator. You will need the Submission Batch ID number when retrieving the corresponding Final Validation Report.

If your submission was rejected, this indicates the initial validation check discovered a fatal error. See the Validation Report Messages and Description Guide for a list of possible fatal errors. Contact your MDS encoding software vendor for assistance in correcting the error(s).

- After reviewing, saving, or printing the Initial Feedback Report, you may choose to return to the CMS MDS data submission window or main menu by selecting either underlined option. Given the time required to generate the Final Validation Report may vary depending on the file size and system activity, you may choose to exit the MDS System completely. You should be able to access the Final Validation Report within 24 hours of submission of the file. To exit the system, exit the browser. To end the communication connection to the State

agency you must also select the *Disconnect* option in the window at the upper right corner of your screen that opened when you initiated the Dial-in connection.

To view the Final Validation report, select Receive Validation Reports from the CMS MDS Main window (Figure A-6 above).

The Validation Report Listing window (Figure A-11) will appear.

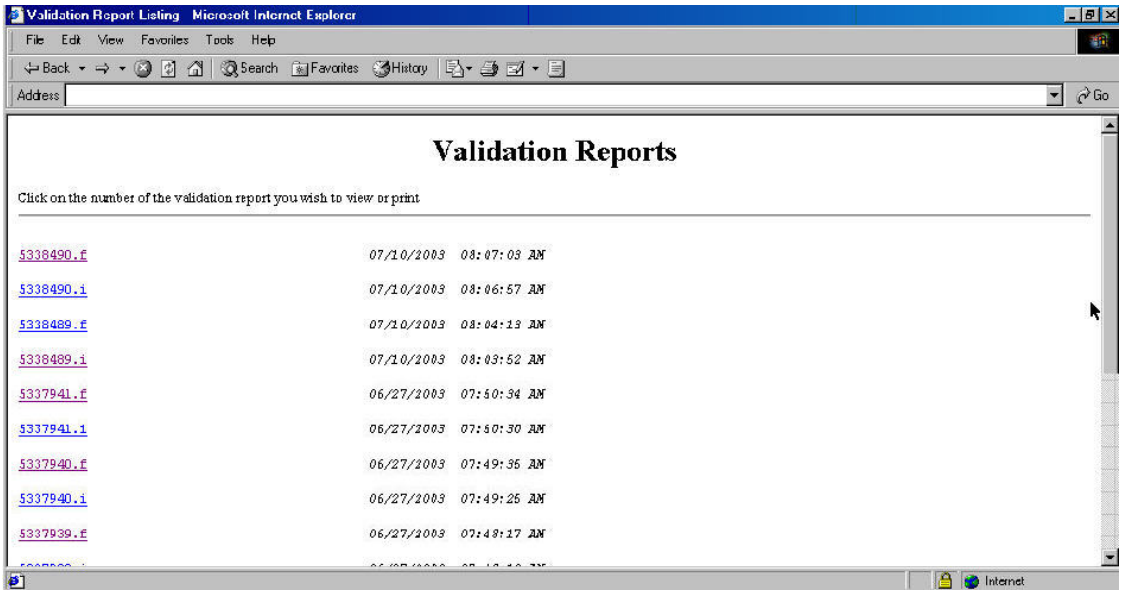
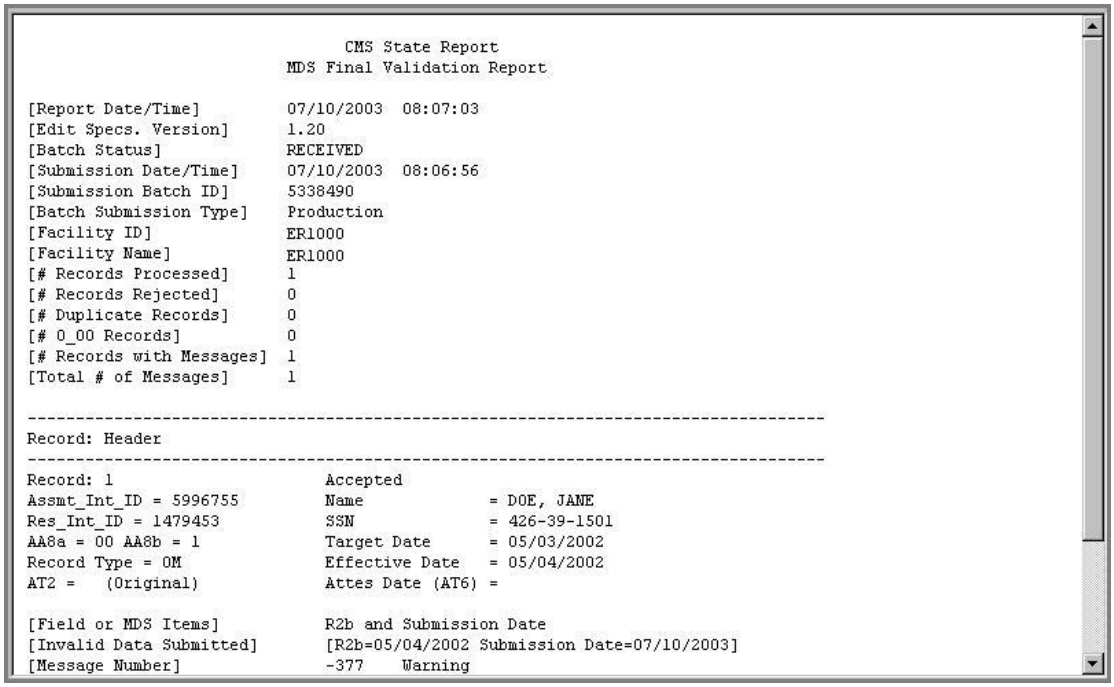

Validation Report Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address
Go
Validation Reports
Click on the number of the validation report you wish to view or print
5338490.f 07/10/2003 08:07:03 AM
5338490.i 07/10/2003 08:06:57 AM
5338489.f 07/10/2003 08:04:13 AM
5338489.i 07/10/2003 08:03:52 AM
5337941.f 06/27/2003 07:50:34 AM
5337941.i 06/27/2003 07:50:30 AM
5337940.f 06/27/2003 07:49:35 AM
5337940.i 06/27/2003 07:49:25 AM
5337939.f 06/27/2003 07:48:17 AM
Internet

Figure A-11. Validation Report Listing Window

The reports are identified by Submission Batch ID number. If you do not see a Final Validation report title that corresponds to your file submission, you may go back to the Main menu by selecting the main menu link (underlined text). To access a report on the Validation Reports window, select the underlined file name.

The Final Validation report (Figure A-12) is displayed.



```
                              CMS State Report
                          MDS Final Validation Report

[Report Date/Time]          07/10/2003  08:07:03
[Edit Specs. Version]       1.20
[Batch Status]              RECEIVED
[Submission Date/Time]      07/10/2003  08:06:56
[Submission Batch ID]       5338490
[Batch Submission Type]     Production
[Facility ID]               ER1000
[Facility Name]             ER1000
[# Records Processed]       1
[# Records Rejected]        0
[# Duplicate Records]       0
[# 0_00 Records]            0
[# Records with Messages]   1
[Total # of Messages]       1

--------------------------------------------------------------------------------
Record: Header
--------------------------------------------------------------------------------
Record: 1                       Accepted
Assmt_Int_ID = 5996755          Name             = DOE, JANE
Res_Int_ID = 1479453            SSN              = 426-39-1501
AA8a = 00 AA8b = 1              Target Date      = 05/03/2002
Record Type = OM                Effective Date   = 05/04/2002
AT2 =   (Original)              Attes Date (AT6) =

[Field or MDS Items]            R2b and Submission Date
[Invalid Data Submitted]        [R2b=05/04/2002 Submission Date=07/10/2003]
[Message Number]                -377    Warning
```

Figure A-12. Final Validation Report

The top portion of the Final Validation report is essentially the same as the Initial Feedback Report. Check the Batch Submission ID to ensure this is the report you wish to review. For each record that is accepted with errors, the report detail section includes the record type, effective date, resident ID, resident name, field name in error (e.g., AA8a), submitted data, and description of the error. If an accepted record has multiple errors, all errors are listed. The report also indicates if any of the assessments submitted were out of sequence.

NOTE: Once your file passes the initial validation checks (as indicated in the Initial Feedback Report), your file will be processed and accepted even with errors or exceptions to specifications in the data. See Section 3 of the manual for details on interpreting the Final Validation Report.

If your computer is connected to a printer, you can select **Print** from the File menu to print the Final Validation Report. You may also select **Save As** from the File menu to save the report to a floppy disk or your hard drive. To exit the MDS System, select **Exit** from the File menu. Also select **Disconnect** in the upper right corner of the window to end the communications connection to the State agency.